

**Submitted:** 10/27/2011  
**Jurisdiction:** Saint Mary's County  
**Agency:** Register of Wills  
**Division/Unit:**

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 121  
**MSA ID:** SE55-2234  
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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Micellaneous Accounting Records (Corporate Purchasing Card Reports)	662	II-6	06/2001 to 6/2008	0.25 cu ft.	10/28/2011	burning
2	Personnel Files (personnel files for Norma Gibson, Mary E. Mattingly, Nancy W. Richards and Mary B. Tice)	662	I-3	6/1986 to 12/1992	0.125 cu ft.	10/28/2011	burning
3	General Administrative Correspondence (Miscellaneous Retirement and Health Insurance Info, Payroll Procedure Manual 1993 and CPB On-Line ETR Manual Rev. 1-29 -2002)	662	I-2	1999-2008	0.25 cu ft.	10/28/2011	burning

### Destruction Certification

Lois Duke

**Signature**

Register of Wills for St. Mary's County

**Title**

10/27/2011

**Date**